

FIRST AID POLICY

PURPOSE

- To provide effective First Aid for accidental injuries and sickness.
- To provide medical supplies.
- To ensure that staff are adequately trained in First Aid treatment.
- To establish school First Aid procedures for treatment.

OBJECTIVES

- The front office staff will administer the sick bays, purchase and maintain medical supplies, develop a school schedule of treatments, procedures and control of First Aid Kits.
- All teachers and support staff shall be responsible for the treatment of injuries and illness of pupils in their immediate control according to the current school schedule of treatment and procedures displayed in the sick bays and in First Aid Kits.
- In-service training in First Aid will be provided for teachers and support staff when required.
- Full First Aid Kits shall accompany all "Out of School" activities.
- Every parent shall be required to provide the name of their child's doctor and any special medical factors and treatments (or restrictions on religious grounds) required for their child on the school's enrolment form. The names of all such children and the treatment (or restriction) shall be provided to the staff concerned.
- The school shall be a member of the St John's Ambulance Association.
- The Principal and parents shall be informed of all major accidents and of the treatment given. An accident report will be filled out by any teacher or child who witness serious accidents.

CONCLUSION

- The staff acting in loco parentis will ensure that all accidents and illness occurring at school and at school activities will be appropriately treated with First Aid.

SCHEDULE OF FIRST AID TREATMENT

To be displayed in the Sick Bays and First Aid Kits

- **Small cuts and abrasions** to be treated by teachers or designated support staff. Treatment to wounds: cut, dry, apply antiseptic and, if necessary, dressing.
- The school **will not** issue Panadol or other pain relief to students without either verbal or written permission from parents or caregivers.
- **Severe cuts**, use telfa pads (antiseptic pads) and direct pressure. Designated staff are to be informed and a decision made whether to send pupil home, doctor or hospital.
- **Bruising**: caused by a knock or fall to be treated using **RICE** principal (Rest, Ice, Compression and Elevate). . In some cases a decision will need to be made on sending the pupil home.

RICE – Rest - this means make sure the patient is comfortable, Ice is applied and can be either running water, ice in plastic bag with water or ice pads. These must have a wrapping around and should be for large flat areas, not fingers, toes, etc. Compress is to apply a bandage firmly but not over tightly and Elevation is to lift the injured part up above the plane of the rest of the body.

- **Concussion**: If you suspect a child is concussed:
 - Do not shift unless imperative;
 - Ensure that the patient is breathing (use ABC principle below)
 - Put in recovery position if practicable
 - Send for designated person/persons.

Indicators of concussion:

- Very vague about what happened
- Pupils of eyes may not react to light.
- May complain of headache or dizziness (no pain killers to be administered or fluid by mouth).
- **Burns**: running water for ten to fifteen minutes and cover with clean dry dressings – no grease based ointments. If a serious burn, a continuous flow of water or ice, call ambulance/doctor – dispatch as fast as practical.
- **Breaks**: in every case minimize movement – often best to leave at scene and send for help. Designated teachers to immobilize and make a decision re transporting.

ABC – In all accidents the following are paramount:

The safety of the First Aider.

- A – That the airway is open
- B – That the patient is breathing
- C – That the patient has a pulse.

Designated Personnel

The designated First Aiders for the school workplace are Mrs Head, Mrs Schollum, Mrs Minkhorst and Mrs Logan. They will qualify for payment as defined in Section 5.3 of the Support Staff Collective Contract 2002-2003.

The following staff are to be notified in the event of major injuries:

- Principal
- Deputy Principal (Admin)

Major Injuries

Where possible, the patient should not be moved and one of the following called: Mrs Head, Mrs Schollum or Mr Stanley.

Important: In any major accident, when a child has to be transported to hospital or medical centre, the Principal or Deputy Principal is to be notified.

Children Who Fall Sick/Injured in Classroom

Classroom teacher sends the patient with another student from the class to the office who will organize for the appropriate treatment.

Minor Injuries Treatment by Duty Teacher

Student must be accompanied by a staff member to the sick bay.

Reference to Pupil Records

Where practicable, the First Aider shall refer to the pupil's records to check on any special medical conditions, treatment or restrictions advised by parents before first aid is given at school or the child is sent to the doctor (see Religious Beliefs below).

GENERAL

Teacher Reimbursement – Teachers may claim travel reimbursement for transport of pupils to receive medical treatment through the normal reimbursement channels.

Doctors' Fees – It is important to take the patient to his/her own Doctor. Payment is usually charged to the parent and/or Accident Compensation Commission.

Religious Beliefs – Some children's parents place restrictions on treatment, the main one being the use of blood transfusions. Classroom teachers need to be aware of such wishes and make sure they appear on the medical section of the student's enrolment form and on their etap file.